

Maine State General Schedules – Revised June 2015 (Financial Order Series)

General Schedule Number: 6 Financial Order Series

1 FINANCIAL ORDER (EXPENSE/TRANSFER BUDGET)

Orders approved by the Governor relating to intradepartmental transfers, requests for expenditures not authorized by other means, etc. Orders pertaining to short term obligations (including so-called "Budget Orders," for the purpose of bringing funds out of allotment reserve) may be destroyed after 2 years and audit. Orders pertaining to long term obligations (contracts, leases, etc.) destroy after final action and audit. Supporting documents shall have the same retention periods as the orders/obligations to which they relate.

Agency of Record:	Secretary of State - CEC
Retention of Record Copy:	Transfer to Archives
Disposal:	Archival
Retention of Copies:	2
Date Adopted:	3/11/1991

¹ Unless noted retention times are in terms of years. If there is a retention time for Retention of Copies, this will be the responsibility of the Creating Agency; unless noted, this is disposition destroy.